

**LAVANT PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING**

TUESDAY 9th FEBRUARY 2021 AT 7.00pm, ZOOM VIRTUAL MEETING

In accordance with the provisions of The Local Authorities and Police and Crime Panels (Corona virus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

In attendance:

Councillors Aldridge, Ings, Goldsmith, Mallett, Newman, Quest, Pickford, Reynolds, Tucker.
Locum Clerk HL O'Callaghan, County Councillor Hunt, District Councillor David Palmer Public
Present – 2

Agenda Item 1: Apologies from Members. – None

Agenda Item 2: Declarations of Interest and Dispensation Requests -

- i. To receive declarations of interest from councillors on items on the agenda - None
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any) - None

Agenda Item 3: Public Sessions.

X2 members of the public were present.

It was asked whether the recent Berkeley Homes application was part of the outline plan or a separate entity. Council clarified that it is all part of the outlying submission, at this point it has been confirmed that Planning have not yet received the Environmental Statement and in effect “the clock starts when the application has been received”

Cllr Newman added that the issue with waste water may have an impact on future building applications as this is currently an issue for CDC which needs to be resolved.

Agenda Item 4: To receive and approve the Minutes of the Council meeting held on 12th January 2021

On a **proposal** by Councillor Newman and **seconded** by Councillor Reynolds

It was **RESOLVED** that the Minutes of the meeting held on 12th January 2021 be accepted as a true record of proceedings. The minutes were signed accordingly.

Agenda Item 5: Update on matters carried forward from previous meeting: a)

Footpath Village Green

Councillor Aldridge circulated a report prior to the meeting to all councillors as follows:

Helped greatly by Nick Reynolds we have made good progress.

I attach a sketch of a bridge broadly similar in construction to the one we envisage. The key difference being that the bridge over the Lavant will have something approaching an 8 metre span.

The location of the bridge has been finalised and will not disturb any of the plans for redevelopment of the playground. In essence the bridge will follow directly the line of the existing tarmac path into the playground. We will need to make sure that we have the necessary permission (or a right of easement) in order to access the river bank but I already have an email from Hyde telling me that they do not own the land and presumably we enjoy permitted access over the tarmac path so I don't see that as an obstacle.

The bridge structure and design are yet to be determined in detail and Nick is consulting a structural engineer on the general plan. We propose to use steel gabions, cages which will be filled with local flint, as supports at either bank and we will construct a relatively simple bridge using wood sourced from either the Goodwood Estate or Charlton Sawmill and cut to size by the sawmill. I have found a flint supplier who estimates a cost of £300 for four cubic metres of flint delivered to the site. The choice of the gabions and local timber is a sustainable option.

Timber costs will be known once we have settled on a design but will be much less than buying a bespoke bridge and hopefully no more than £6000 but that is very much a guess right now. Other costs will include about 650 metres of sheep fencing at an

estimated cost of £42 (including Vat) per 50 metre roll, so about £650 in total. We will also need some ballast or hard core to fill in at either end. Groundworks will require the hire of a digger and driver, probably for 2 full days to excavate, backfill and form the bridge approaches, and I have a contact who will do the work for £250 per day.

We will need to check with our insurers to be certain that we have appropriate and adequate cover for all liabilities during the works and once the bridge is completed.

Once we have a complete plan, I will contact the tenant farmer who has offered to cut back the brambles on the existing fence line and I would propose that the volunteers (if happy to undertake the task...) will staple the sheep fencing to the existing posts. We should, I believe, install child-proof gates (that will need to be tall enough to prevent climbing over and/or possibly incorporate some form of climbing deterrent) at either end. I have yet to look at designs or costing for these, but a brief search suggests a simple wooden gate should cost no more than £200 and then posts and concrete would add say another £100 per gate.

It is a community project so we shall be seeking greater community involvement in the procurement process in due course. If anyone knows of a local resident with suitable engineering qualifications and experience who would be prepared to help project manage the construction that would be of great benefit.

We will also need to obtain planning consent from SDNPA which will add to the cost and we will need Building Regulation approval (from CDC ?).

There will be elements that we have yet to address and others of which we are as yet unaware but

I believe we should be able to bring this project home within the existing budget. I believe most, if not all, of the current figures include an allowance for Vat where applicable but I believe we can reclaim that on completion.

We will continue with the preparatory work and hope to be ready to make a start as soon as the river drops sufficiently.

Questions/Comments:

- An engineer is needed to act as project manager. Cllr Mallett suggested that David Cheney may wish to be involved. She will provide contacts
- Cllr Newman commented on the design. It was noted that Nick Reynolds had designed the bridge. After discussion Cllr Pickford said that he would be happy to assist. Cllr Newman suggested that the volunteers may also be willing to assist Cllr Aldridge
- Cllr Pickford asked whether the proposed budget is cheaper than buying a ready made bridge. Cllr Aldridge confirmed that outlined costs are only an indication at this stage but he is confident that it would be cheaper.

Action: Cllr Aldridge

Agenda Item 6: Goodwood Report

No report

Agenda Item 7: Police Liaison Report

Councillor Goldsmith reported that immediate concerns raised with police were as follows:

Parking Lavant Down

Unfortunately a factor of lock-down with people seeking access to Centurion Way. Similar situation at other popular exercise sites in area.

PCSOs will include in their regular patrols but no further action is possible unless residents are completely blocked from entering their driveways.

Speeding – Pook Lane/Royal Oak area

Raised with PCSO end of 2020 . PCSOs intend to monitor but subsequent lock-down mean traffic flow/speed has not been representative.

Speed Checks new A286 40 mile area

Regulations do not allow local speed checks in first 12 months of new speed restriction. Concerns have been noted and checks will be carried out after 12 months and arrangements will be made with Speedwatch group to agree spot.

Sheepwash Lane – access to A286

During Pook Lane closure a number of warnings and traffic penalties were issued – problem considerably reduced since reopening of Pook Lane.

Thefts from vehicles – Downland parking areas

I have been assured that the police feel that they have this matter under control.

Other matters

Lavant Fete

Confirmed that 1 (possibly 2) PCSOs will attend with a police car, siren disabled. They will be available to chat to residents + their experience is that children love sitting in the police car which gives an opportunity to talk to parents.

Organized Crime & County Lines

Recently I attended a WSCC webinar on Organized Crime and County Lines. This is a serious and growing problem in Sussex and one that is not limited to the towns or particular age ranges/social groups. A precis of information received, including signs to watch for, has been submitted to the Lavant News.

Neighbourhood Watch

Although a number of Neighbourhood Watch stickers appear in windows around Lavant the scheme has not really functioned for a number of years. The decline coincided with a period of reduced involvement by the police and a generally increasing feeling of “oh they won’t do anything” among some members of the public. The majority of members of the committee resigned.

Recently PCSO numbers for north of Chichester have increased to 2 and, although they cover a large area, they regularly visit the village making patrols on foot and by bicycle. They tell me that they have received positive encouragement from people as they make their rounds.

Regular articles containing advice received from West Sussex & national Neighbourhood Watch are now submitted to the Lavant News, The Neighbourhood Watch logo is used, the intention being to increase awareness of Neighbourhood Watch and begin to change some of the rather negative perceptions that exist.

The future

It had been hoped that two public meetings, led by the Police, be arranged but these fell foul of Covid.

The intended topics for these meetings were: 1. Cyber crime and scams and 2. Security marking of property. 2022 is probably now the realistic target date for such meetings.

The meetings would also provide an opportunity to find out whether, after the decline of the previous Neighbourhood Watch scheme, an appetite for reintroduction actually exists.

It should be noted that Neighbourhood Watch leaflets/publicity materials are no longer free-of-charge, therefore any activities will involve costs.

Questions/Comments:

- Cllr Pickford commented on the clarity of the report and thanked Cllr Goldsmith
- It was asked whether a formal letter of thanks should be sent to the previous Chair. The Council agreed to do this. Cllr Pickford to action

Action: Cllr Pickford

Agenda Item 8: Parish Online Update

No update – put on the agenda for next meeting

Agenda Item 9: Adoption of Byelaws

Council agreed UNANIMOUSLY to approve the previously circulated Byelaws

Action: Cllr Mallett

Agenda Item 10: Revision to legal agreement with Sunley regarding the extension and refurbishment of the Hall Car Park

Cllr Newman advised the Council that he is still awaiting documentation. Clerk to put this on the agenda for the next meeting

Action: Clerk

Agenda Item 11: County Councillors report and brief Q&A

West Sussex COVID Update – as at Friday 29th January 2021

Vaccination Update

At a briefing for local councillors from our local NHS colleagues on Friday, we were given some indicative numbers of vaccinations completed for our area. The Tangmere and Selsey vaccination sites have completed approx. 85% (5965 people) of the over 80's and the plan is to complete them this week. They have also vaccinated approx. 38% (4088 people) These are not 'official' figures but are indicative.

They are also looking at a central site in Chichester which should be finalised this week, but obviously it won't be up and running for a while. It will be a site capable of vaccinating large numbers of people as the throughput ramps up in the coming weeks. We were also informed that over 90% of care home residents in our area have been vaccinated, and the only ones left now are those with Covid related restrictions.

In addition to the GP-led local vaccination services and the larger vaccination centres, such as The Brighton Centre, there are now some pharmacy-led services providing the COVID-19 vaccinations to currently eligible people. However, appointments for these centres have to be made through the national booking system, following receipt of a letter from the NHS. This letter invites you to go online or call the national number to book your place, but you must be in receipt of a letter before trying to book.

These services are additional options for people, alongside the GP-led local vaccination services. When people receive a letter, they have a choice to use the national booking system to arrange an appointment at one of these pharmacies or a large vaccination centre. Alternatively, if they prefer, they can wait to be contacted by their local GP-led service to arrange an appointment there.

Another point of clarification is that those booking through the national system – following receipt of a letter from the NHS - for a vaccination at one of these central vaccination centres (or pharmacies) will be asked to book an appointment for their second vaccine at the same time. However, those attending either the Tangmere centre or the Selsey centre, will not be able to book a second vaccine at this time. More information about booking second vaccines for this cohort will be published in due course. For the latest official update from Sussex Health and Care Partnership please click on the following link:



West Sussex
COVID-19 vaccination

Shielded and Community Hub

The Community Hub remains in operation providing support seven days a week from 8am to 8pm. Residents who require help as a result of COVID-19 can access the support by calling 033 022 27980 or by completing [the online I need support form](#).

We are supporting our residents by:

- Meeting immediate needs for food/essential supplies;
- Signposting to a variety of organisations, District and Borough Councils and businesses in their local area for longer term support;
- Supporting residents with COVID-related queries and directing to current guidance from central government regarding isolating.

We can support residents with a wide-range of needs and circumstances including:

- Those who have recently been discharged from hospital or residents required to isolate due to an upcoming appointment;
- Individuals identified and advised to isolate by the Test and Trace service; • Have been affected financially by COVID-19 and are suffering hardship; • Are unable to access food and essential supplies.

Whilst the offer is available for everyone, we are very focused on providing a range of support and practical assistance for the more than 35,000 Clinically Extremely Vulnerable residents across West Sussex who have now been advised to shield and are therefore not going shopping.

Clinically Extremely Vulnerable individuals, or their friends and family were encouraged to contact the Community Hub or use the new online registration service to:

- Request priority access to supermarket delivery slots (if people already have priority supermarket deliveries, they will keep them them);
- Tell the County Council if they need support in order to follow this guidance that cannot be provided by friends, family or other support networks;
- Update details, for example, their address.

This service can be found at <https://www.gov.uk/coronavirus-shielding-support>.

Residents can also find answers to their questions on the [West Sussex County Council website](#) which details some Frequently Asked Questions and a page that provides details of suppliers that are offering local delivery of various goods and groceries.

Care homes & Hospital Capacity

Care homes

Latest guidance on residential care, supported living and home care guidance is available [online](#)

The number of older people's care homes with a confirmed case of COVID-19 is **94** (staff and/or resident). Learning disability and mental health have **24** residential services with confirmed cases.

There is a programme of vaccination through both GP practices and hospital hubs with care staff being invited to the hospital hubs in a planned way.

Hospital capacity

At the present time there is significant pressure on the acute hospital and community bed capacity in West Sussex due to current numbers of people requiring treatment for COVID-19 alongside usual seasonal demands. The Council is working with the hospitals to support timely discharge pathways, but this is also a considerable challenge due to the level of demand and the number of care homes with restricted admissions due to COVID-19.

Additional community capacity to support hospital discharge

With an increase in the number of services closing to admissions as a result of having COVID-19 outbreaks, pressure is placed on the health and social care system when trying to discharge people from hospital and in-turn impacts the speed of discharge for those people who are medically ready for discharge.

The Council has therefore worked with the Clinical Commissioning Group to commission alternative solutions to support people when discharging from hospital, including supporting more people at home where possible. Within the last two weeks arrangements have been put in place to commission overnight care and live-in care provision in the community for people who are returning home after a hospital stay.

Other Updates

- Following the funding announcements confirmed in the Provisional Government Finance Settlement, which was announced just before Christmas, we have now set a provisional balanced budget for 2021/22.
- Regarding Council Tax, the Government have confirmed that the referendum limit for core council tax will remain at 2%, but we will once again be able to raise additional precept - by up to 3% - for Adult Social Care. The government consider this to be part of our core spending power when calculating the overall support we receive. We are therefore

proposing to increase council tax by 1.99%, with an additional 3% to support Adult Social Care. For a Band D taxpayer this equates to an increase of £1.38 per week.

- However, the good news is that several savings that were put forward, before we knew the details of the finance settlement, will no longer be part of our budget for 2021/22. These are:
 - Review of Lifelong services (deferred to 22/23)
 - Measures to reduce amount of DIY Waste
 - Review of the number of HWRS sites
 - Reduction in discretionary bus passes
 - Reduction in public transport supportWe are still planning savings of around £18m, but overall, our revenue budget for next year is increasing by approx. 5.25%, or by nearly £31m, to just under £625m. This means that once again this coming year we will be investing more money in our frontline services.
- We are also continuing with our award-winning Operation Watershed programme and with our Community Highway schemes.
- We are adding an additional £12m of our own capital into highway maintenance, on top of the grant funding we receive from government.
- Regarding the cost of Covid, this has mostly been met by government support. The cost to WS has been more than £100m so far and is obviously continuing to rise. As part of the finance settlement government have already put in place additional 'covid' funding for the first quarter of the next financial year.
- Our proposed budget for 2021/22 will be presented to the full County Council for approval this Friday, 12th February. The full budget will be available as part of the CC papers, which are now available on our website.
<https://westsussex.moderngov.co.uk/ieListMeetings.aspx?Committeeld=136>
- The Full CC meeting will be webcast, as are all our public meetings, which are still being held virtually. You can find a list of meetings on our website: <https://westsussex.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>
- Lastly, we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>). Please check these sites regularly, particularly both our Coronavirus website and the CDC coronavirus website, and for other regular updates.

County Cllr Hunt added to his report that CDC are under pressure to sort out the issue of waste water and this is moving forward. Pumps and settlement tanks are in place at East Dean. The pavement at Maddoxwood will be repaired next week.

Questions/Comments:

- Cllr Pickford highlighted the state of Fordwater Road and asked that the work be done properly to repair this. County Cllr Hunt responded that the Emergency Repair team are aware of this work
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Agenda Item 12: District Councillors Report – David Palmer

District Councillor Palmer reported that the Raughmere application will go to the full planning committee as it is seen to be in breach of the neighbourhood plan.

The work surrounding the Novium is ongoing. Costs per year are £750,000. It was commented on that Chichester should have a better museum and there is currently lots of available space.

After a discussion around climate change and the all parishes presentation, the Council expressed scepticism that CDC would be able to enact any change.

Agenda Item 13: Chairman's Report

Cllr Pickford expressed his gratitude to the person that has spread gravel along the footpath by the Fordwater Road and would like to convey the thanks of the Council formally. Cllr Aldridge to provide contact details.

It was confirmed that Raughmere will go to full planning and that a public meeting may take place at which the Council would be required to speak. District Councillor Palmer expressed his belief that it will go to appeal.

Eastmead – still under consideration

Cllr Pickford urged the Council to say hello to their neighbours, noting that many may feel isolated at this time and a friendly word would help.

County Cllr Hunt reminded the Council that the Community Hub is still running and available for use 7 days a week

County Cllr Hunt asked to be excused and left the meeting at 20.00pm

Agenda Item 14: Clerk Report

No separate report

Agenda Item 15: Summary of any correspondence received

Council acknowledged the receipt of the following correspondences as sent by the Clerk:

Numerous emails circulated to councillors from CDC; WSCC local MP; Press Office covering important messages regarding Coronavirus information to disseminate to local networks in particular:

- ☐ WSCC - Town & Parish Council January News
 - ☐ CDC – District leader weekly messages.
 - ☐ Daily Coronavirus Update
 - ☐ Census.Gov.uk -introduction to Census 2021 to Parish and Town Clerks and Chairs in Chichester DC
 - ☐ CIL Bids update and status
 - ☐ SDNP Parking Consultation
 - ☐ SSALC/WSALC ongoing correspondence re future of SSALC
 - ☐ SDNP Planning Committee Meeting
 - ☐ Befriending Groups and Community Volunteers
 - ☐ Camping & Glamping Consultation
 - ☐ Road/Verge Cutting
 - ☐ Letter to OFWAT
- Other Communication
 - ☐ FOI request
 - ☐ All Parishes Meeting
 - ☐ Lavant Down Road Parking
 - ☐ Bus Stop Yarbrook A286 – Cllr Newman expressed concern that if a bus stop is to be redesignated it should be in consultation with eh Parish Council who own the bus stop and pay for its maintenance. Clerk to forward email to Cllrs Newman and Aldridge

District Cllr Palmer asked to be excused and left the meeting at 20.09pm

Agenda Item 16: Finance

- a. The accounts for the periods ending 29th January 2021 were presented to the delegated authorised Finance Committee and ratified by the councillors.
It was RESOLVED: To approve the accounts for this period
- b. To note receipts and approve monthly payments – **Appendix A**
After clarification on the payments for Barclaycard, Cllr Newman proposed to approve the monthly payments this was seconded by Cllr Mallett. Council RESOLVED to approve unanimously the payment report
- c. Approval of January 2021 Bank Reconciliation - **Appendix B**

A copy of the bank statements and bank reconciliation 29th January 2021 was made available to Council members at the meeting for monitoring and reconciliation purposes. Cllr Tucker proposed to approve the bank reconciliation and this was seconded by Cllr Aldridge. Council RESOLVED to approve the bank reconciliation

In line with good practice, the Natwest Bank Statements were inspected and the corresponding balance initialled

Action : Clerk

Agenda Item 17: -Planning Applications and Delegated Decisions.

Councillors Ings and Tucker informed the Council of planning applications and / or decisions received since the last meeting.

a) SDNP/20/04811/HOUS

Location: Mulberry Cottage 70 Midhurst Road Lavant PO18 0DA

Proposal: 2 storey rear extension and single storey side extension to existing property

Resolution

LPC supports this application

b) SDNP/21/00172/TCA

Location: 8 Parkers Cottages Pook Lane Lavant PO18 0AU

Proposal: Notifications of intention to fell 12 no. Ash trees

Resolution: Lavant Parish Council supports this application

c) SDNP/20/04236/LIS

Location: Broyle Farm House Pook Lane Lavant Chichester West Sussex
PO18 0AX

Application: Replacement “like for like” 4 no. sliding sash windows **Resolution:**
Lavant Parish Council supports this application.

Action: Clerk

Cllr Newman highlighted a possible breach of planning on Centurion Way. It was noted that developers are opening a new access to Centurion Way. Cllr Newman has written to SDNP for clarification and will update Council when more information is received.

Action: Cllr Newman

Agenda Item 18: Any requests for items for the Agenda next meeting

Cllr Newman asked for the legal agreement with Sunley to be put on the agenda for the March meeting

Action: Clerk

Agenda Item 19: Any other matters

Cllr Reynolds mentioned that she had not heard anything regarding the placement of the interpretation boards – Cllr Tucker offered to follow this up.

Action: Cllr Tucker

Cllr Aldridge mentioned that there may be an issue with parking for the fete and as a result he has asked Goodwood if part of their field can be used. It was clarified that at present the old football field can be used for parking and this should remain the case.

Agenda Item 19: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Tuesday 9th March 2021 Virtual Meeting Room 19.00

Signed.....Dated.....

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

LAVANT PARISH COUNCIL					
FINANCIAL REPORT PREPARED ON 2 February 2021					
RECEIPTS:	Period: 12TH JANUARY - 9TH FEBRUARY 2021				
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
PAYMENTS:	Feb-21				
DATE	INVOICE	PAYEE	DESCRIPTION	AMOUNT	VAT
APPROVED	NUMBER				
09/02/2021	FO090	HL O'Callaghan	Locum Salary	846.00	
09/02/2021	FO091			43.68	
09/02/2021	FO092	SCANSTATION	Microsoft License	229.00	7.28
09/02/2021	FO093	Hitachi	Tractor HP	780.75	
09/02/2021	FO094	WSCC	Clerks Salary	9.99	

09/02/2021		Barclaycard	JAN Statement 21		
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Appendix B

Lavant Parish Council					
Bank Reconciliation as of		29-Jan-21			
Current Account		02 February 2021			£ 75,054.48
				total	£ 75,054.48
opening balance 1st April 20					£ 64,462.06
Add Receipts in the year					£ 35,673.30
Less Payments in the year					£ 25,080.88
		as of 29 JAN 21		Balance	£ 75,054.48
Less					
Reserve @ 33% of Annual Precept of £29637					£ 9,780.00
				Total	£ 9,780.00
Ring-fenced funds					
Lavvoles					£729.45
Let's walk (Footpaths)					£ 1,338.03
Youth project					£ 1,440.38
watershed grant					£ 48.22
CIL SDNP					£ 51,362.88
				Total	£ 54,918.96
Total available funds (less ring fenced and reserve)					£ 10,355.52